

GO 1314 9 September 1974
Confidential Intelligence Course

Section 5 Part F

CenOCon

HCO POLICY LETTER OF OCTOBER 30, 1962

SECURITY RISKS INFILTRATION

As the Organization rapidly expands so will it be a growing temptation for anti-survival elements to gain entry and infiltrate, and attempts to plant will be made.

To foil these, all staff members must be alert to attempts of this nature and it is their duty to inform the Technical Director, or above, of any doubts they may have and to see that the necessary action is taken.

The Technical Director, working in Liaison with HCO, now becomes in charge of Security in an Organization and the results of which are to be notified to the Assoc/Org Secretary and HCO and, after confirmation, thence to me.

Forms 7A and 7B for Staff, and Form 5A for HPA/HCA Students, are herewith supplemented by the Rock Slam Security Check and this is to be carried out exactly in accordance with HCO Bulletin of September 12, AD12. To increase reality in some cases, it may be necessary to substitute "Consider committing bad things to..." rather than "Consider committing overt acts against...". In very rare cases it may be necessary to increase the number of buttons but this is to be the exception rather than the rule. In the vast majority of cases, just use the four questions only, as per this bulletin.

This Security Check must be done with full auditor presence, be done in Model Session and the beginning rudiments especially must be properly in.

Those partaking in Staff Clearing Programmes can be given this Check during one of their sessions by their usual auditor. In the event of any doubt, the Technical Director may also make arrangements for a further check to be done.

Those not partaking in any Staff Clearing Programme must be checked by a skilled and reliable auditor under the direct supervision of the Technical Director.

This Programme will simultaneously also handle picking up Missed Withholds of old-time Scientologists returning to the Orgs of whom we can expect a great number, the Security Check being given in proper Model Session and the Missed Withholds being pulled in the beginning rudiments.

When a Rock Slam is reported as a result of this Security Check, a further check should be done to the satisfaction of HCO to confirm the fact.

Action to be taken to handle a Rock Slammer:

1. If a Staff Member, suspend from any executive post and any post which involves important action on the communication lines of Scientology. Such a person may however still be used, at the discretion of Assoc/Org Sec and HCO, in a subordinate position under reliable supervision. He is to remain in this position until his goal has been found, when the situation will again be reviewed.
2. A student on the HPA/HCA Course, (or any other Professional Course), who is found to be a Rock Slammer should be suspended from the Course and ordered to the HCG for Auditing.
3. HGC Preclears should be checked early on in their Intensives to ascertain whether this condition exists.
4. In a Clearing Co-Audit, Rock Slammers should be segregated so that they are auditing each other, as far as possible, so that they do not hold back other members of the Co-Audit who are not Rock Slammers.

Remember, that this Programme should not be regarded as just a passing phase. It is to be instituted immediately and kept in force in all Orgs throughout the world for our secure and speedy expansion.

Insidious methods are used to infiltrate, and especially at times when expansion is fast and it is thought that our security arrangements are lax or apparently being relaxed owing to pressure of work.

So, BE ALERT TO THIS AND DON'T MISS ANYONE OUT "BY MISTAKE".

LW:dr

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L. RON HUBBARD

3-181

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex.

HCO POLICY LETTER OF AUGUST 8, 1963

HCO Secs

Assoc/Org Secs

Tech. Dirs.

D/T Hzt

"PLANTS" IN ACADEMIES - INTRODUCTION OF 'FORM' 5B.

In times of expansion it is to be expected that occasionally a government "plant" or active commie will endeavour to gain access into the Org. The Academy is the easiest point of entry for a stay of a little time for such undesirables. For example, a wave of suppositional reports of this occurred after the recent FUA attack in Washington DC. If they were true then it was an affront to Scientology, quite apart from anything else.

However, such an attempt can be regarded, comparatively, as a rarity. Nevertheless, Directors of Training should have some easy foolproof method to pick off such and satisfy themselves that no students are in their Academies for anything other than what the students stated they were there for, i.e. to receive training and graduate.

The D/T normally interviews all new students before they enter on course in his Academy, and this stage would be a convenient point in which to have a fast check.

Accordingly, during the brief duration of this interview, the D/T should place the student on the E-meter which is set at high sensitivity, and ask with ARC this question: "Are you here for any other purpose than what you say/state?" This question may need clearing with student but it should take only a very brief time to clear and clean.. Variations of this question may be used, but this type question designed as a fast check question on new students will be referred to henceforth as a Form 5B.

The D/T is merely to be satisfied that the new student being interviewed by him is not a "plant". Then, having cleared the question, and the D/T is satisfied the student is bona fide, the D/T can then brief the student crisply for starting course, etc., and bring the interview quickly to a close.

Remember, the question is designed to pick up "plants" and such an attempt will be very rare but nevertheless may occur from time to time. In the event of the D/T having some doubt on the person being interviewed by him, he should refer the person to the Technical Director immediately for a further check.

The totality of the duration of the D/T interview need not be more than 10 minutes in its entirety. Judgement is required by the D/T in administering this "filter point", in that it is not intended to act as a complete embargo on all and every student whether bona fide or otherwise. The chances of the latter being attempted are slim but this Form 5B should now handle such an attempt smoothly.

LFH:jw:gmh
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Issued by: PETER HEMERY
HCO Sec KW
for L. RON HUBBARD

Authorized by: L. RON HUBBARD

EXECUTIVE DIRECTIVE

ED 1642 INT (Reissued From Flag Order 1677, of 23 December 1968, same title).

17 March 1969

STATUS VERIFICATION FORM

(For use on all students entering AOs, all staff coming into employment in any Scientology organisation, and any person whose status is in question, at the discretion of the 3rd Mate (HCO Area Sec.)

Instructions:

1. Do the 7 questions of Form A standard fashion, using "Suppress".
2. If Form A is clean, that's the end of the check.
3. If any A question won't clean easily, do the corresponding B form.
4. Do the B thoroughly, writing a clear and legible report. Verify time, place, form and event.
5. For any crimes or major breach of status, do a Form C.

NAME _____ DATE _____ ORG _____

ADDRESS _____ AUDITOR _____

FORM A

1. Have you been insecure with Scientology materials or data?
2. Do you intend to reveal confidential data?
3. Have you been sent here by another group?
4. In this lifetime do you have a criminal background?
5. Are you here for a different purpose than you say?
6. In this lifetime do you have a history of insanity?
7. Do you have any false grades or certs?

TA: _____ General needle behaviour _____

NOTES

Recommend: Clean _____ do a B _____ Flunk: to Qual _____

I attest that on this form I have not miscalled a read.

Seen and approved / amended _____ 3rd Mate / HCO Sec.

Note: If a student is flunked for very high or low TA or Stage 4, and sent to Qual, he must still return to HCO for Status clearance before going on courses.

LRH:WJ/lcm/ei



N. Jessup CS-1
for
L. RON HUBBARD
Commodore

(to be used if Q. A-1 is reading)

Regarding confidential Scientology materials have you

lost them

stolen them

copied them

photographed them

sold them

purchased them

joked about them

given them away

talked about them

published them

mailed them away

memorized them

agreed to steal them

been paid for them

hidden them

been careless

used them illegally

run squirrel processes with them

tried them out on others

Have you been insecure with Scientology materials or data

(To be used if Q. A-2 or A-3 is reading)

Do you intend to reveal confidential data to...

or

Have you been sent here by...

Police

Newspaper

Communist

Mental Health Agent

Magazine

Doctor

Psychiatrist

Medical Association

Criminal Group

Political group or Party

Government

Military Agent or group

Foreign Agent

Journalist

Blackmailer

Lawyer

Squirrel Group

Friends

Other Scientologists

Do you intend to reveal confidential data?

Have you been sent here by another group?

(to be used if Q. A-4 is reading)

In this lifetime do you have a background of

Murder

tax evasion

robbery

theft

blackmail

rape

being blackmailed

desertion

embezzlement

terrorism

kidnapping

inciting to riot

draft evasion

narcotics

smuggling

homosexuality

perversion

unpaid debts

fraud

perjury

Communist activity

subversion

espionage

arson

treason

libel

mutiny

In this lifetime do you have a criminal background?

Status Form B-6

(to be used if Q. A-6 is reading)

In this lifetime have you

been institutionalized

been given shock treatment

been insulin shocked

been FDHd

been implanted

been brainwashed

gone psychotic

attempted suicide

sent another to an institution

been a psychiatrist

driven anyone insane

been drugged

been psychoanalyzed

been paid not to get better

been paid to go psychotic

had or administered lobotomies

had or administered leukotomies

had any other history of insanity

AO Sec. Form B-5

(to be used if Q. A-5 is reading)

Are you here to

steal technical data

steal other data

upset morale

gain intelligence

recruit an agent

start a mutiny

go psychotic

make legal trouble

prove it doesn't work

get a story

find out if it works

get data for someone else

examine files

steal valuables

make contacts

steal or copy documents

find a weakness

relay information

be a plant

Are you receiving benefits or payment for being ill?

Are you here for a different purpose than you say?

Status Form B-7

(to be used if Q. A-7 is reading)

Have you

lied about your state of case

pretended to training you don't have

pretended you have taken courses you haven't

said you ran grades you hadn't

not run a level

researched a level on your own

skipped material on course

falsely attested

not heard tapes

not read bulletins

misunderstood a grade or level

bypassed a grade or level

forged a certificate

received no auditing on a grade

left a grade unflat

Do you have any false grades or certs?

Data Form for Bird Dog & Criminal Actions

Name _____ Date _____

Name of interrogator _____ Place _____

TA and general needle behavior _____

Crime or breach discovered _____

How discovered _____

When (Date if necessary)

Where (Assess list of countries if necessary)

Names of all people connected

Details and extent of action

Sent by what group

Names of connections in Scientology

Names of connections outside Scientology

Other activities or plans of group

What is their HQ

Other crimes of subject

Being under no duress I confess the above to be true:

LRH:NJ/lm/ei

Witness: _____

INTERNAL COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO POLICY LETTER OF 1 SEPTEMBER 1969

GenOCon
Guardian's Office
Asst Guardians

Counter-Espionage

No country or company has ever solved espionage and intelligence actions within it.

Industrial "espionage" is a very prevalent activity.

As our policy letters and materials are often found in wrong hands we must be subjected to internal espionage on occasion. We certainly are subjected to intelligence externally.

Intelligence actions internally in a company or organisation take five main courses:

1. Theft of documents or materials.
2. Executive actions contrary to the company's best interests if not outright destructive.
3. Administrative enturbulation including messing up files, addresses, facilities or communications.
4. False reports or false advice to customers or staff to bring about apathy or defection.
5. Perversion or corruption of the product (in our case, technology).

Motives

Financial gain is the primary motive in almost all cases of infiltration.

A very experienced European Intelligence officer stated that he had never failed to buy any person he had ever approached in any government, and this in a lifetime career in the field of espionage.

Governments and many companies have amongst them people who are in or who can be forced into heavy financial trouble.

By offering surprisingly small sums of money, any one of the five actions listed above could be affected by an enemy.

The practice is so common as to be commonplace but the harm done is all out of proportion to the effort employed.

A Solution

Guarding against infiltration is a vital action for survival and nations and companies spend huge sums on counter-intelligence, the action of foiling the efforts of enemies.

In studying the extensive literature of this subject an inexpensive effective solution has occurred to me which I do not think has ever been used.

If finance is the motive, then of course one should reward successful Counter-Intelligence actions.

An enemy seeks those in debt or forces persons into debt so they can be bought. If the person being baited were assured of a safer reward, the person would usually incline toward his own country or company.

The Placard

An org. should therefore display in an area mostly frequented by staff, near the staff bulletin board or in the W.C., but not necessarily to the public, a placard worded somewhat as follows:

REWARD

As Industrial espionage is an ordinary occurrence in most companies, the staff is requested to be alert for

1. Any theft of documents or materials.
2. Orders or directions which will result destructively.
3. Any disturbance of files, bills or addresses.
4. False reports or advices to staff or customers or preached defeatism.
5. Willful corruption of tech.

Anyone detecting any of the above should report the matter at once to the nearest Guardian's Office with names and full particulars.

Should further investigation result in the disclosure and apprehension or arrest of persons attempting wilful harm to this organization

A REWARD OF £250 (£100)

will be paid by the Guardian's Office.

Should a staff member be approached and asked to attempt any of the above actions he should promptly seem to agree, should accept any money offered (which he may keep) and should quickly and quietly report the matter to the nearest Guardian's Office so that the instigators can be traced and arrested, at which time the £250 (£100) reward will be paid.

Another reward of £100 (£30) will be paid any staff member or person in the field who should hear of or be subjected to any provocative anti-organization activity in the field and who then forwards the criminal background and connections of the provocative person in such form that it may be given to the police by the Guardian's Office.

Should any staff member have knowledge of any financial irregularity within the organization and furnishes proof of it to the Guardian's Office promptly along with evidence sufficient to prosecute shall be given 25% of all monies recovered.

BLACKMAIL

Any person or agency attempting to accomplish any of the above five points by reason of attempted BLACKMAIL of a staff member is liable to arrest. In this case the reward is also paid to the staff member on the arrest and conviction of those attempting it and the Guardian's office will defend the person even before law and excuse the misdemeanor or crime being used in the blackmail attempt.

Amnesty

An amnesty of all such actions before 15 September 1969 is fully granted providing the matter is reported promptly to the Guardians Office.

Staffs are requested to cooperate fully to help continue to make an org and area a safe environment from which freedom may expand.

Alertness is the penalty we pay for living in an aberrated society.

Truth cannot live in an atmosphere of deceit.

The Guardian WW.

Org's Protection

Our Dianetics and Scientology orgs are fortunate in that where tech is "in", very little infiltration can occur since persons cannot benefit from things they try to harm.

Our primary protection is "in" tech and well processed staffs. It follows that when tech is out, ethics will be found out also.

Persons who have no or little case gain are the only ones we have any trouble with.

No other organization and no country has as good a chance as ours to be free of infiltration.

One other thing worthy of note in connection with Counter-Intelligence is that countries and companies which do not have a high cause, a high allegiance, have need of tremendous counter-intelligence forces.

If we keep our integrity high and give staffs good and valuable government, we will have maximum Counter-Intelligence effectiveness with minimum effort since our staffs would themselves militantly defend their executives and the org.

L. RON HUBBARD
FOUNDER

LRH:ldm:rs
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Sara Kewley

The Guardian's Office

3-195

Re: memo

HCO POLICY LETTER OF 2 SEPTEMBER 1970
(This paper issued at the beginning of Dianetics
is of considerable historical interest
giving the basis of the Auditor's Code
and policy on psychotics)

INSTRUCTION PROTOCOL
OFFICIAL

L. Ron Hubbard

FOR STAFF ONLY - NOT FOR STUDENT OR GENERAL ISSUE

November 20, 1950

(This is the first instruction protocol issued over my signature. Any earlier material circulated was for the purpose of gaining data in order to prepare this protocol. LRR)

Any school of mental healing in the past has been victimized by that irrationality known as psychosis. Dianetics, no matter if it has the answer to psychosis, is yet victimized by its existence in the society.

Psychotics, people with histories of known breaks, of suicide attempts, of homicidal tendencies, can yet be expected to apply for instruction in dianetics.

An adequate screen has been set up to inhibit the entrance of such persons into training. A Minnesota Multiphasic, at least, must be given to all applicants for certification course training. This very far from guarantees insurance against enrolling a psychotic. Psychometry is not accurate and varies from over-optimism to over-pessimism about psychotics. Therefore, all psychometry must be tempered by common sense. Also, it must be modified by what we know dianetics can readily do for people.

A psychotic discovered by screening should either be routed into processing (if the case is mild and non-suicidal) or rejected. At such time as the Foundations possess adequate and lawful housing facilities for the retention of psychotics, those who might have been turned away may be routed to the unit which has such facilities in its charge. Efforts are being made, and others should be made, to procure such sanitarium facilities wherein psychotics may be dianetically processed.

Once enrolled, the applicant, any applicant, should be regarded to some degree as a possible error in screening. A definite program of allowance for possible screening errors must consistently be adhered to.

Experience has demonstrated that psychotics may be enrolled and successfully released and trained. The strain on the school staffs, however, has been great; and the cost of enrolling a psychotic definitely exceeds the amount he has paid for his course. In Los Angeles, in August, about thirty percent of those enrolled, it has been estimated, were incipient psychotics. Turmoil was occasioned by this, training expense was raised well above training income in each case. This does not argue, however, that the enrolling and training of psychotics is without danger.

As an additional safeguard, the following observations should be taken into account. Wherever any trouble has been had with a student in training, one of the following factors has been present.

1. The student was run while tired or when lacking in proper food.
2. The auditing the student received was bad, extremely bad.

3. The student had in his environ, while in training, an individual who definitely and demonstrably sought the mental failure of the student.
4. Too many auditors worked on the student.
5. Dianotics, in the hands of some student, was confused with an older therapy.

Directors of Training and Team Captains should do all possible to obviate the occurrence in training of any of the above five factors.

All training programs should have as their end the turning out of certifiable students. This means that the students own case must be running well and that he must have absorbed maximal dianotic information and acquired maximal skill. Obviating the above five factors pays the additional dividend of proofing the school against bogged-down cases, by which is meant those cases, not psychotic, which cease to run well. The above five factors not only threaten the psychotic but are responsible in bogged-down cases. A bogged-down case does not find himself able to absorb information or acquire skill and certainly cannot be said to be running well.

To militate against the above five factors; to prevent any untoward incident should any psychotic slip through screening unobserved and to prevent bogged-down cases, the following program is the official school program.

The student is enrolled on a four weeks course basis. At the end of this course, if certifiable by all criteria, the student is granted a limited certificate, printed in black and white, on which the words LIMITED, EXPIRES SIX MONTHS FROM DATE, is printed boldly. In order to gain an unlimited certificate, then, the student must, after graduation, release two persons, one of a mental condition and the other of a serious chronic somatic and must furnish to the Foundation incontrovertible evidence from a medical doctor and psychometrist that this has been accomplished. When the Foundation receives such information and such incontrovertible evidence, the Foundation then forwards an unlimited certificate to the student. The student need not again appear at the Foundation. But on being given his limited certificate, he is also given a written paper, stating exactly what he has to do to get his permanent certificate. The research division will furnish the protocol for this - as to what is acceptable evidence; and this protocol is based on what the research division can use as a major proof case.

The student, however, is given an alternative. He knows that it will be expensive for him to get examinations of patients and psychometry on them. He may submit as one of his cases his own intensive run of a Foundation patient or applicant, the Foundation doing the medical examination and the psychometry for him. The charge to the student is on the basis of one week's additional experience and instruction for \$75.00. This is cheaper than a case would cost him. He can actually stay for two weeks and get both his cases from Foundation applicants and patients at a cost of \$75.00 for the additional - second - week. The advantage to him is additional tips and instruction as he runs his first independent case or cases, that the Foundation handles all examinations and that his permanent certification is thus speeded up. The Foundation advantage is that it has a better chance to observe prospective employees.

By this means and others, the school then arranges for every applicant, within reason, to have a thirty-six hour run during his first week by a student auditor in his fourth or fifth week. This is no part of the guarantee. It is simply done. Directors of Training can then assign one fairly reliable auditor to one incoming case and so obviate some of the above five factors.

The protocol of training for a student is then as follows:

1. Entered after screening by psychometry and interview.
2. For the first week, a thirty-six hour intensive run and general indoctrination.
3. For the second week. Training in theory.
4. For the third week - training in practice, strongly supervised by team captain, given adequate examples of auditing.
5. For the fourth week - additional training in practice; or, if good enough, given a new enrollee for a thirty-six hour intensive. (Does not count for permanent certification.)
6. For the fifth week, if enrolled - a thirty-six hour intensive on a chronic aberration case or any case.
7. For the sixth week, if enrolled - a thirty-six hour intensive on a chronic somatic case or any case.

The student's own case may be more or less neglected after his first week of intensive running immediately after enrollment. If the case requires further processing before limited certification can be given, the student can make his own arrangements. He is there to be trained, basically, not to be processed. Special arrangements for processing to the end of being certified can be made by the Registrar.

This protocol has been developed after consultation with the Foundation Registrar at Elizabeth, the Director of Training at Elizabeth, and upon observations made during the past five months. If followed closely, it should adequately proof the schools against having psychotic breaks occur in them and against cases bogging down. Further, it should heighten the percentile of students certified.

L. RON HUBBARD
FOUNDER

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GUARDIAN ORDER

CO 160870 - LHM
All Gdn. personnel
Also issued as
Flag Order 2536

16 August, 1970

GUARDIAN'S OFFICE
AND SEA ORG

Efforts to promote Conflicts between the Guardian's Office and
Sea Org will not be tolerated.

A primary intelligence technique as used by the Japanese in their
Greater East Asia Co-Prosperity Sphere was to carefully study the
potential antagonism of various groups in a target country and then
trigger them off just before an attack. Internal dissent, whipped up
by Japanese agents, amongst these groups got them at each others throats.
This caused internal commotion in the country and made it next to
impossible to defend against a Japanese attack.

The technique is well known, going back to Roman "Divide and Rule"
but the Japanese brought it to a high level of effectiveness. German
Intelligence copied Japanese methods (the German Hess studied Japanese
Intelligence for 17 years before taking charge of Hitler's Intelligence
strategy.) Russian Intelligence is directly patterned on the German
Intelligence service and was even originally organized by a German
(Wilhelm Stieber) and continued to pattern after it. The Russians,
being Asiatics, also directly copy the Japanese.

The two effective Arms of Dianetics and Scientology are the Sea
Org and the Guardian's Office.

If trouble can be stirred up between these two or its principals,
then, an enemy of Scientology can feel freer and can damage Scientology
or its orgs or people.

Trouble of this kind has occurred in England and in New York at a
time when each of these two areas was under savage attack. (UK by the
government's extremists using the government power to get rid of rivals)
(NY where the notorious E. Green group subverted the NY org and even
reached into WH). It is very significant that ONLY in those places and
ONLY at those exact times has trouble been promoted between the SO
and the Gdn Office.

Any sign of such trouble or attempts to promote it then reveals
itself as a potentially fruitful area for investigation by both the SO
and the Gdn's Office.

WHO is promoting the trouble, WITH WHOM is he or she connected.

It is SO and Gdn Office POLICY to:

UNIFORMLY REGARD SUCH EFFORTS AS OF HOSTILE ORIGIN TO BOTH.

TREAT ANY SUCH INFORMATION OF HOSTILITY AS AN IMPORTANT OUT-POINT.

INSTANTLY RUN DOWN EFFORTS TO THIRD PARTY THE SO TO GDN OFFICE OR
VICA VERSA AND HANDLE THE PERSON OR GROUP FOUND WITH FULL COOPERATION.

L. RON HUBBARD
FOUNDER

LRH:rr

BR II DIR CAN

AG INFO CAN

AG CAN

GUARDIAN WW

D/G INFO WW.

D/G INFO WW COMM

20 Mar 74

BR II DIR

Dear Anne,

RE PLANT IN TORONTO ORG

Please can you let me have the background data behind this --
what things have happened which indicate there is a plant there.

I don't know how much data you have on plant hunting so I
thought I would write up some indicators etc --

Indicators to look for in plant hunting --

1. Natter
2. Disorder in a person's order.
3. A person newly on org lines
4. A person who has been on org lines, disappeared for a while and then pitches up out of the blue (could be dissaffected and turned to work against us) (Note a sleeping agent would be one who has been around for sometime tho)
5. Persons who suddenly come up with alot of money and no or a fishy explanation about how they got it.
6. Persons with a history of down stats.
7. Persons who do not make case gain.
8. Persons who will not have auditing or always have an excuse for not being sessionable and avoid auditing that way.
9. Persons with High or Low TA or RS on meter check.
10. Persons with High or Low TA or RS on Purpose clearing.
11. Persons who seem individuated from the group, don't participate in group activities, no one knows much about them.
12. Persons who promote conflict between SO and GO.
13. Persons who have peculiar outside contacts - press, media, government, BBB, Mental health agency, intelligence connections or history.
14. Persons who get into money schemes to loan pc's students or staff money -- the schemes usually go wrong, there are no written agreements and it gets into a hassle, the deals are illegal etc, etc.

14. Persons who read on such questions as 'are you here for a different purpose than you say.
15. Persons who are continually turning out overt products even when protected by upstats (eg a letter reg who turns out great quantities of incredibly badly typed ARC Breaky letters, promoted to every psych case under the sun to get their schizophrenia handled by auditing, writes indiscrete letters to press who are in CF etc.
16. Persons who try to involve the church in illegal or unethical activities -- eg 'Please sign this certificate to say I am a student here. When you query the person is not a student, wants the cert so that the parents can get tax releif or some such and when you say you won't sign it they hint strongly in a make quilty tone about how ARC Broken the parents will be with Sen if you don't ..)
17. Persons who have strange outpoints in their history -- changing their names for no reason, leaving a country to avoid draft in a country which shouldn't be interested in them being drafted -- contrary facts in history, blank periods.
18. Persons with criminal records or backgrounds or records which make them blackmailable.

These are not necessarily only present in a plant but in any case are indicators smething is out!!

The tools of detection are --

1. Org records -- PC files, personnel files, personnel data and scores, ethics data etc.
2. Meter checks
3. Status verification checks.
4. D of P or D of T checks.
5. Integrity proc
6. Purpose clearing.
7. Stats.
8. Interrogation per HCOB 30 Mar 60 (not of course to be used indiscriminately)
9. 'Innocent' metered interview of subject in the E-Meter, chasing down areas of Dirty needle, R/S, falls (write up follows on this)
10. Covert investigation of person
11. Overt investigation of person.

The Tools of handling mainly depend on the circumstance --

1. Let them exist in the organisation, isolated from confidential data and with them suspecting nothing - then feed them false data.
2. Get signed affidavits as to whom the person was working for etc from the person and give him the boot.

An additional item I thought of was to ensure you have the rewards poster up as per the HCO POL on Counter Espionage, you should have in your hat.

Hope this helps -

Love,

Helen

METERED PLANT INTERVIEW WRITE UP

This is a successful action used by GWW and DGIWW to locate plants.

The interview is done with two people as interviewers and a meter as follows.

"Once you have decided to use the plant interview, the technique is as follows -

Get a rough idea of the area you want to ask questions in. Sit the person down and tell him this is not a session, simply an interview, however you may wish to use the E-Meter so would the person please pick up the cans.

Begin interviewing, keeping only the most casual eye on the E Meter, and certainly attract no special attention to it. Ask questions on the subject you are interested in, pulling strings or meter reads - do not refer to anything reading on the meter or not, but just watch for dirty needles, falls, R/S's or big reads, and ask more questions in that area, e.g. you are not following down instant reads, ticks, rises etc, but are looking for subjects which produce big changes in the needle reaction.

The second interviewer should be making notes or saving up strings to pull based on the persons answers. When the first interviewer runs out of questions, strings to pull, meter reads, the silent interviewer can now take up the interview, whilst the first interviewer goes silent and starts saving strings and reads. One of the interviewers is definitely the meter operator, while the other interviewer is able to see the meter, however the set up must not be obvious.

Conflicting data and omitted data comes up most frequently as strings to pull in interviewing and the interviewers must be alert to these. Such interviews can last for hours and sometimes the conflicting data appears much later than the data it conflicts with, therefore keep notes of important points.

When the person being interviewed feigns or actually has difficulty in remembering, the meter can be used to help his memory, but this is very 'Class IV' style meter use (ie. no formal questioning, and the guy hardly knows that the meter is being used at all).

The interviewer is non accusative, but very persistent. Don't use this interview style on everyone. Once the indicators point to a particular person being the one, put the data together on the person, and then use the interview technique on him. Pick an area within the persons scientology history, or an area of significant interest before scientology that you are confused about and start asking your questions from there.

An interview that goes with a lot of string pulling, DN's and reads usually ends with a withhold being given off, however the W/H is not necessarily that the person is a plant, as you do not start the interview by telling the person that you are going to find out if he is a plant or not. Standard 'getting to know you type' questions such as when and how did you come into scn, what the persons staff history is, what auditing he has had can produce the most amazing conflicting data on plants. Always ask for the gains the person has had through scientology, auditing, training, in the interview and always ask for specifics. (don't ask 'have you made any gains in scn' to which of course the answer is 'Yes', you want specific abilities regained or improved or disabilities lost)

Plants also try to soften the overt when they finally give it up and you must be careful not to miss this - e.g. 'I have a friend who I like to tell about scientology' or 'Some people I know are very interested in the org' - the varieties of these are endless.

The plant will more easily confess to done's than to the intention to be a plant - e.g. He'll confess he gave a reporter info, but won't readily confess to the point where he was recruited as a plant. Reasonableness can lead one to believe that the person being interviewed made a silly mistake in giving out the info, but pressing the point you will find other quote: 'silly' unquote incidents.

Once you have his confession of done's, get a statement that implicates the case officer, the guy running the plant, and get it signed legally - an affidavit.

Here is an actual example of looking for a plant in an area.

"We isolated the NCG's (no case gainers), Low TA's, and those who read on the meter check (The meter check was 'Are you here for any different purpose than you say') We went through the folders of these people and one of these people had received a sec check in which he admitted having met a plant, who had blown the org and written a newspaper story some time earlier, and Rockslammed on this.

So the interview technique was used on the subject of his meeting with this person. The confusion grew as we found the suspected plant had met this other person several times, many before he blew, but also many after. Additionally there were outpoints and meter reads around an incident of the suspected plant and the reporter walking together to a mail box where the reporter posted an entheta article to a newspaper. Pressing on this the suspected plant admitted that he himself had posted the stuff, and to the fact he had been giving this reporter information about the org, who was in the org and who had blown, and had in fact been working for him. He would not however admit to being a plant.

A signed statement was gotten as to what this plant had done and the fact he had been working for this newspaper reporter, and he was removed from staff.

GUARDIAN ORDER

GO 26

ACs

ISs

20th January 1971

CONFIDENTIAL

SQUIRRELED TECH

That in the normal routine of Intell work an operative, an A/G or D/G, or an Intell Officer may come across Squirreled Tech which has to do with the upper levels.

That any such materials coming through the lines should not be handled by anyone who is not at least completed the level that the squirreled materials may have in them, i.e. an OT 1 may inspect a squirrel Clearing Course.

Any tapes that squirrels may release which has upper level data, squirreled or otherwise, should be given over to an Intell personnel who is a OT VI to evaluate.

Anyone who has been exposed to any squirreled tech (upper level) should report themselves to the D/G Intell or A/G's office and also to the Examiner for possible tech actions to handle.

In the event no Intell personnel are cleared for that level it is to be referred to the nearest competent tech personnel for evaluation.

Anyone who is not above the case level of the squirreled tech that person has been exposed to must report themselves as above, if one does not report themselves that person will be subject to the proper ethics action to handle.

Top priority should be placed on any individual who has been affected by any such squirreled materials to be handled by Standard Tech procedures.

The Case Supervisor should have all information needed to C/S the folder.

Jane Kember
The Guardian WW

BOARD POLICY LETTER

25 JULY 1970

Remimeo
HES Hat
HAS Hat
D I&R Hat
E/O Hat
Legal Hat
Tech Sec Hat
Qual Sec Hat
Treas Sec Hat

REVISED & REISSUED 26 JUNE 1975 AS BFL
(The Revision is the IRH Quote)

CANCELS
HCO POLICY LETTER OF 25 JULY 1970
SAME TITLE

SECURITY DIV I

SECURITY MATERIALS

(Compiled from IRH Flag Order 1667,
16 Dec 68, Security Div I and Flag
Order 1670, 17 Dec 68, Security
Materials.)

"If any person in the AO, SO or in any Org is found to be insecure, any infiltration occurs, anything stolen, such as, materials, money or documents, the local MAA, 3rd Mate and Supercargo (if any) (in an Org, EO, HCO Area Sec and HCO Exec Sec), plus the MAA, 3rd Mate, Supercargo and CS-1 on the Flag Ship are promptly comm-eved inevitably.

"Div 1 is responsible for Security in Orgs - this doesn't relieve Legal, Tech or Qual in securing their materials, but Div. 1 can, should, and MUST come down hard in hitting anyone for insecurity.

"These are invariable rules." IRH Flag Order No. 1667
"Security Div 1".

HCO is wholly responsible for security of confidential materials in a ship or Org.

The HCO Area Sec (3rd Mate) and Ethics Officer (MAA) are therefore authorized to confiscate themselves any confidential materials, valuable documents or other valuables which they find to be accessible about the Org.

They may confiscate from any division, and from students. The ex-owner is obliged to pay a price for the return of the materials, which shall be set by HCO.

This is merely a method of safeguarding materials and keeping the rest of the Org alert to security thereof. It is not to be used as an excuse to break into areas which are well locked.

As the HCO Area Sec and Ethics Officer are automatically Comm-Eved for any security breaches or laxity, it is to their advantage to act fast.

They may not be disciplined for confiscating anything which has been left lying around. What they find will be published in the Orders of the Day and conditions assigned to whomever has left the materials about, depending on the seriousness of the offense.

BPL 25.7.70R
Rev. 26.6.75

- 2 -

Per Flag Order, insecurity of confidential materials
carries an automatic condition of Treason.

Preparations Unit
SO Organizing Bureau

for

L. RON HUBBARD
FOUNDER

Revised & Reissued as BPL
by Flag Mission 1234 2nd
Molly Gilliam

Approved by the
Commodore's Staff Aides

and the
Board of Issues

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY (R)

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The Publications Organization, U. S.

CO 1035

16 January 1974

CO WW Staff and students

MANOR SECURITY

In order to preserve the security of the Manor and its materials, there are certain measures which each staff member and student should know about and enforce. Any person who notices an out-security situation, should immediately remedy it and report it to the Br.II Dir Bureau I WW with a copy to the Dir of Stability, naming time, place, form and event and where known, the name of the person responsible for the out-security.

The following are the standard security precautions which are to be enforced:

1. When an office is empty, the windows are to be properly shut, and the door locked.
2. At night all windows, shutters and doors of offices are to be locked when the last person from that office leaves. It is his responsibility to ensure the office is secure. If there are shutters to the office they are to be properly bolted.
3. The door to the kitchen is to be kept bolted at night after 10.30 p.m. Persons using the kitchen at this time and later are responsible for this.
4. When there is no one in Guardian Reception, the back door to the Manor is to be kept locked with the Yale lock. Persons going in and out at this time are responsible for seeing that this door is kept locked and does actually shut behind them.
5. The Manor door is kept locked with the Chubb lock in addition to the Yale lock between the times of 11.00 p.m. at night and 8.30 a.m. in the morning Weekdays and all day Saturday. On Sunday it is locked with the Chubb lock until 2.00 p.m. in the afternoon, at which time the Yale lock is only used. The Chubb lock is again used after 5.00 p.m. On holidays the door is locked with the Chubb lock. The Yale lock is always used when the GO Receptionist is not in. Any key holder should always check whether they are the last key holder to leave and if so, to lock up after themselves.
6. Persons who hold keys to the Manor or offices are responsible for them, and are not to lend them to anyone who does not have clearance to use them. For clearance to lend someone Manor keys, see the Br.II Dir Br.I WW. Any lost keys are to be reported immediately to the Br.II Dir Br.I WW and the person who loses the key is expected to obtain any new locks.
7. The Basement door to the Manor is to be kept locked and bolted at all times except on infrequent occasions when the door is being used. The person using the door is responsible for ensuring it is secured after use.

8. Any staff member may query any stranger or person who is not a GO staff member, as to their presence in the Manor if unaccompanied by a GO staff member. There will of course be people who are authorised to have access to certain areas of the Manor, such as LHM personal staff, Missionnaires, authorised Xerox machine users, cleaners, etc., but this does not excuse a staff member for not querying a stranger in the Manor. The query should of course be done in a polite way and if you are not satisfied with the response, you should immediately report it to the Br.II Dir, Br.I WW.
9. No non GO staff member is allowed to remain unaccompanied in any GO office unless the person has special clearance, from the DG of the Bureau concerned.
10. No copies of readable items are to be placed in the Xerox reject basket for re-intersurement.

This is to draw the attention of staff and students to the standard security arrangements they are expected to enforce.

Reports on out-security will be filed with Ethics, and repeated offences will result in ethics action on the person concerned.

Proposed by Helen Budlong,
Br.II Dir, Br.I WW

For DG Information WW

for Jane Kember
The Guardian WW

NONDISCLOSURE AND RELEASE.

BOND

Know All Men by These Presents, that _____, of _____, (Hereinafter called "the Obligor"), is held and firmly bound to the Church of Scientology of _____ (Hereinafter called "the Church"), a corporation organized and existing under the laws of the state of _____, and having its principal place of business at _____, state of _____, in the sum of Ten Thousand Dollars (\$10,000.00), to be paid to the said Church, its executors, administrators, or assigns, as liquidated damages and not as a penalty, for the payment of which sum, well and truly to be made, the Obligor hereby binds himself, his heirs, executors, administrators and assigns firmly by these presents.

WHEREAS the Church has hired or otherwise employed said Obligor

AND WHEREAS, Obligor is employed by the Church and is receiving the services and ministrations of the Church

AND WHEREAS, Obligor wishes to remain in the service of the Church and wishes to continue receiving compensation for work rendered by him/her in service of the Church,

NOW THEREFORE The above written obligation is conditioned to be void in case the Obligor shall hereafter well and truly agree that he/she will never disclose any information, data, or knowledge he/she has or will learn about the organization of the Church, or any of the Church's affiliated Churches, Missions, or Organizations, including but not limited to their internal structures, functions or activities, and certain information which may be orally imparted to the Obligor in the course of his/her having been or being a staff member of the Church. The Obligor recognizes that any information or knowledge

gathered is done so in a relationship of trust and confidence. The Obligor recognizes that he/she will have a fiduciary duty to the Church not to reveal any information of any nature which might tend to harm, malign, damage, or injure or adversely affect the Church in any of its activities or conduct.

Inasmuch as the actual damages, which would result from a breach of the Obligor of his/her duties under this agreement, are uncertain and would be impractical or extremely difficult to fix, the Obligor promises to pay to the Church the above mentioned sum of \$10,000.00, for each such breach.

Obligor also releases the Church from any and all claims which may exist now but are now unknown, by hereby expressly waiving the provisions of Section 1542 of the Civil Code of the State of California, which reads in full as follows:

"Section 1542. (Certain claims not affected by general release.) A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected the settlement of the debtor."

In the event any provision hereof shall be illegal or unenforceable, then, and in any such event, the same shall not affect the validity of the remaining portion and provisions hereof.

Signed and sealed this _____ day of _____, 19____.

Duly authorized agent for the Church

Obligor

Notary Public

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 5 JUNE 1971
ISSUE II

Remimeo
Guardian Hat

CONFIDENTIAL GUARDIAN POLICIES

Permission must be obtained from The Guardian W before any confidential Guardian Office Policy Letters may be copied, reissued, sold, placed on any checksheet or put into any course pack.

These are policies pertaining to the Guardian Offices only, dealing with the Guardian Office publics, NOT Scientology Org or Sea Org publics.

There should be no need for any other terminal or course to have access to them.

Mary Sue Hubbard
The Controller
for
L. RON HUBBARD
FOUNDER

LRH:MSH:nt
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HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo
Dept 13
Qual Div
Qual Bu

HCO BULLETIN OF 4 AUGUST 1971R
REVISED 26 NOVEMBER 1974

POST PURPOSE CLEARING

(This HCOB is the basic action of the Post Purpose Clearing Unit of Div V, Qual Div or by Auditors as a technology.)

An essential part of HATTING as done in HCO is to get the person's POST PURPOSE CLEARED by an auditor.

INSTANT PURPOSE CLEARING

HCO usually tells the person what the purpose of the post is and certainly the staff member's seniors would.

This action is not metered and goes along with instant hatting. It is not done by an auditor.

"George, the purpose of your post is to _____. Any questions?" Questions are answered and clarified.

Giving the person on the post the purpose is a basic hatting step.

FULL POST PURPOSE CLEARING

This requires an auditor, an E-Meter, and is done in session.

Ususally this is done after mini-hatting and after some experience with the post. It is NOT done in this full fashion before the person has any knowledge of the post. It can also be done during or at the end of full hatting.

But the sooner it is done after mini hatting and some weeks experience on the post the more successful it will be.

AUDITOR QUALIFICATIONS

The auditor doing Post Purpose Clearing must be expert with:

- (1) TRs
- (2) Metering
- (3) Code
- (4) 2 Way Comm
- (5) Flying Rudiments
- (6) L&N.

ADMIN

A Post Purpose Clearing is given full worksheet and report handling and person goes to Examiner.

A record of the session is kept with others done in the PPC RECORD BOOK with especially noted any Rock Slam.

PC

The pc must not be in an Ethics cycle, must be rested, not hungry and not ill or on drugs or medication.

ANY RINGS ON THE PC'S HANDS MUST BE REMOVED AS THEY CAUSE A FALSE ROCK SLAM.

HAT FOLDER

Staff Member must bring hat folder to the PPC session so if there is any confusion on purposes in it they can be cleared from the hat folder.

CASE FOLDER

Case folder of the pc must also be collected and examined before session. This is repeated in the Rundown so it won't be missed.

POST PURPOSE CLEARING STEPS

- PPC 1 - Get the staff member's folder. Verify that he is not in the middle of some processes, repair or Major Grade. If so, don't touch. Get C/S OK.
- PPC 2 - Fly a rud or do a C/S 53RI if TA high or low. Note that it WAS high on the session worksheet. If the TA does not come down refer the case to Staff C/S and do not proceed. Case would need Folder Error Summary and a Hi Lo TA List IX.
- PPC 3 - 2wc about person's post. Be alert to problems or w/hs and if these seem to be there do E/S to F/N on Problems and or E/S to F/N on w/hs.
- PPC 4 - 2wc "What do you think is your post?" to F/N. If pc can't tell you resort to his hat and clear up confusions to F/N.
- PPC 5 - 2wc "Tell me about opportunities you would have on your post." This is carried to F/N. If no F/N treat it as a w/h and ask if there's anything pc isn't telling you. Carry any w/h to F/N. Then check the question again and get the F/N back by 2wc or E/S to F/N. (If you start to clear w/hs in the middle of the Q then the w/hs will F/N but the Q hasn't yet so must be F/Ned also. Overts may come up as well as w/hs and if so F/N them by E/S.) Pc should finish this step with F/N, cog and GIs.

- PPC 6 - 2wc "How does your job align (compare) with what you incline (would like) to do?" Get any conflicts into view if not clean. Go E/S to F/N if there is conflict. If no F/N despite Itsa or conflict ask for overts or withholds and carry this to F/N. Check Q again to be sure it F/Ns.
- PPC 7 - Go over hat mat'ls covering pc's post purpose. Ask him how does it seem. Get an F/N or clear any confusions up to F/N.
- PPC 8 - L&N, "What do you think is the purpose of your post?" to BD F/N item.
- PPC 9 - 2wc "How does this purpose tie in with the purpose of your Division?" Clean this up if there's doubt. Use folders or OEC books. Be sure it's cleaned up to F/N.
- PPC 10 - 2wc "How does this purpose tie in with the purpose of the org?" Clean this up to F/N.
- PPC 11 - (Using PPC 8 purpose) "Then is (quote it) the purpose of your post?" Get a revision so it's really it or accept it. Say, when it's decided, "Then (quote) is the purpose of your post."
- PPC 12 - 2wc "If your post was not done what would happen to the org?" Clean this up to F/N.
- PPC 13 - 2wc "How do you feel about accomplishing your post purpose?" Clean this up to F/N.
- PPC 14 - Thank pc and send to Examiner.

Complete worksheet.

Enter results in log.

Put the session report in pc's folder.

Send a report to the E/O AND TO FLAG if the person Rock Slams and note it in the folder for pgming to include Ex Dn.

If you can get no satisfactory F/Ns and cogs and VGIs or if Exam report is bad, DIRECT THE FACT TO THE ATTENTION OF THE HAS AND THE C/O AND THE CASE SUPER FOR IMMEDIATE CORRECTION. The Remedy is L4B on the whole RD, LLC, C/S 53RI and do the clearing again.

Post Purpose Clearing counts as a completion for the Dept on an F/N at Examiners.

LRH:nt
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L. RON HUBBARD
FOUNDER

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CS-G COMM
D/G COMINT-US
D/GUARDIAN US
A/GUARDIAN NY
CS-G

A-PRIORITY

Aug 10, 1971

cc: The Guardian
WJ
D/G Intell US

Dear Michael:

Re: Intell: Internal Security

Re: FBO N.Y., Marie McGahlan, who is a former employee of the FBI -

It would be very difficult for me to ascertain if she is an agent for the FBI; however, with our own tech we can do this.

See HCOB of Aug 14, 1971 & PURPOSE CLEARING.

Actually for intell purpose this is a very excellent tool because a person with a counter-purpose will when purpose cleared for his post either RS, go high TA or not pass.

Therefore, please see that Marie is purpose cleared as per this HCOB, then you can tell by the results whether there is anything fishy with her or not.

Love,

Mary Sue

28 October, 1973

CS-G
CS-G Comm
Cont. Comm WW
Guardian WW
Guardian Comm WW
D/G Info Comm WW
D/G Info WW

Dear Mary Sue,

COMPLIANCE - RE: SECURITY

I have been over the above questions and have come up with answers as follows.

1. What about ourselves do we want not known?

- (a) Finance matters
 - (b) Bureau 4 activities
 - (c) Upper Level Materials
 - (d) Overall or long range planning or intentions or promotions.
 - (e) Strategy in both Scientology expansion and G.O. areas.
- The above is data that would routinely be safeguarded. There is also a large body of temporary information that needs safeguarding but may not always do so.

- (a) Flag location
 - (b) Flag activities
 - (c) Specific moves or plans on Legal or PR or finance lines.
 - (d) Major organizational or corporate changes.
 - (e) Certain operations.
- Some of the above are temporary by their very nature such as PR planning which eventually does become public.

2. What about ourselves do we need to protect.

The above listed items plus,

- (a) Comm lines
- (b) Policy and Tech from loss or alteration.
- (c) Org solvency
- (d) Actual documents on any of the above areas.

3. What would be the best way to infiltrate someone on our lines?

The best place to infiltrate is Finance. Aside from Tech. by its very nature, Finance has access to more of the above data than any other single area. A finance plant right now could find out!

- (a) Finance matters.
- (b) Hints on long range planning
- (c) G.O. Strategy.
- (d) Specific plans and moves on PR, Finance and Legal lines.
- (e) Some idea on any organizational or corporate changes.
- (f) The exact comm lines etc.

The other point of infiltration would be comm lines, which areas might have even more access to this info. The best way of infiltrating would be the patient way of getting someone on staff who can eventually by record get onto G.O. staff or onto Flag Staff. These would have to be the two areas to head for if the infiltrator has any clue about the organization he is going into. Of course the person would have to work pretty hard to be a good staff member so as to keep his record clean, but I think either no or little or poor study record in spite of time in Scientology, or no or little or poor case history is spite of time in Scientology.

But the best way would still be the sleeper type agent.

4. What would such a person be interested in learning?

There are four possibilities on this.

- (a) Any of the above data under 1, 2 and 3. This would be if the agency or case officer running the agent knew his business and had a fair idea of the organization and layout.
- (b) Any of the famous trouble spots, e.g. PTS A's, PTS's, refunds, etc. Each could be attempted to be turned on to an attack on Scientology which has been a sore spot for years. This kind of data would be useful for operation against us. Also under this could be classed address lists, FSM lists, etc. so that each could be contacted and turned off. The trouble here is that such data being gathered would indicate a large well organized group that could make all these contacts and turn them off or on as the case may be. It would also mean a lot of manpower being expended.
- (c) Any other data. This could include just about anything. This type of plant usually doesn't get much past the front door or first steps. Among this category we have had:
 - (a) Plants to find out how tests work.
 - (b) Plants to buy books.
 - (c) Plants to find out what Scientology is.
 - (d) Plants to find out what happens when you start Scientology.

The above are of course ridiculous but we've had them just the same.

- (d) Data that isn't there such as, Are they Communists? or Are there guns kept in the basement?

5. What trouble would such a person be interested in causing?

Again a difficult question but by experience -

- (1) Generate entbata
- (11) Stir up PTS scenes
- (111) Generate police or official action
- (1v) Mess up comm lines.

The trouble would depend on whether the person was

- (a) There to cause trouble
- (b) There to give data to another to cause trouble
- (c) There to collect data to later cause trouble

(d) There just to collect data.

There to cause trouble is the deadliest and so far it has taken two forms by experience,

(1) Cause disaffection

(2) Involve the Church or Executives in illegal or borderline or dicey activities that rebound.

6. How would such a person get off our lines?

The most successful line which leaves options open is to just drop off the lines, leave staff or just go away. These make returning much easier if it is needed. Quick ways are blows, Type III, get declared etc. but make any return harder. Even if free-loaded a person can return with cash and get back on lines by doing the formulas but even that way is possibly more complicated than simply dropping off.

I have done a chart of known or pretty thoroughly proven plants listing various data that might give some indication of what data is available tabulated.

Br II Dir is doing various projects on plants and security so this data will be put to good use.

Love,

Mo.

GUARDIAN ORDER

GO 1155

28 May 1974

GO Staff

STAFF STATUS VERIFICATION CHECKS

The first item on the programmes of all staff and students upon arrival at WW will be a Status Verification Check, done in the Service Bureau WW. When this check has been done and passed, the student or staff member may begin his/her training.

Helen Pudlong
Br II Dir

for

DC Info WW

for

Jane Kenner
The Guardian WW

GUARDIAN ORDER

GO 1156

23 May 1974

GO Staff

G.O. SECURITY

Recently there have been instances reported where non G.O. staff or expeditors have been working in G.O. space. Also instances where persons who have not yet had their CSWs okayed or who have had requirements to be fulfilled before they may assume post have started their training or post.

It is the responsibility of Internal Security or Br II Dir in the Info Bureau to ensure that the Guardian Office premises are secure. The Br II Dir or Int Sec must ensure that the following regulations are adhered to:

1. No non G.O. staff may work in the G.O. office space. This includes non G.O. expeditors and audit project staff. If expeditors are used for, say, PR typing then this is done in a secure space outside of the G.O. No non G.O. expeditors may be used for filing, etc. In the case of maintenance work being done, then non G.O. staff may be used on this but they may not be allowed to be in the G.O. space alone.
2. No person who has not had an okayed CSW from the Guardian may be employed in the G.O. or put into training. A person who has a CSW enroute to the Guardian is not as yet a G.O. staff member and may not be employed or trained in the G.O. Only when an okay by the Guardian has been received and any requirements are met may a person start training or on post. Ref. GO 209 - all G.O. staff must be approved by the Guardian before assuming post.
3. No person who has requirements to fulfill before they begin training or post may do so before these requirements are met.
4. Any person used as a GAS must have clearance per the HCO PL on GAS members.
5. Any person used by Bureau I in the field must have security clearance from the Info Bureau after the person's records have been checked.
6. All new G.O. staff and students must receive a Status Verification Check before commencing post or training.

In the absence of a Br II Dir these regulations are the responsibility of the DG or DAG Info, and in his absence the DG or AG or the area.

Helen Budlong
Br II Dir W

for

DG Info W

for

Jane Kember
The Guardian W

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 16 AUGUST 1966
Issue II

Remimeo
Ethics Hats
Clearing Course
Super
Clearing Course
Students

CLEARING COURSE SECURITY

If any Ethics Officer receives a report that a Clearing Course Student is engaging in activities such as to indicate that he or she is a potential security risk with regard to Clearing Course materials, the Ethics Officer must immediately cable the Clearing Course Supervisor at Saint Hill giving brief details, and airmail full details immediately.

Any sort of squirrel activity, contact with declared SPs or Suppressive Groups, enthrone about or enturbulation of Scientology Orgs, or failure to report or communicate promptly to the local Ethics Officer when so requested, would be grounds for suspicion. *Unsolicited* receipt of mailings from a Suppressive Group would not, particularly if turned in unread to the Ethics Officer.

The Clearing Course Supervisor, on receipt of such a report, immediately cables the Ethics Officer to collect the student's materials and forward them to Saint Hill. The Ethics Officer may deputize any person qualified to handle such materials, but must comply immediately.

Meanwhile a full investigation into the allegations against the Clearing Course student is done and speedily completed. The findings are reported by airmail to the Clearing Course Supervisor.

If the allegations are found to be totally untrue, then the person making them is subject to severe Ethics action, since he has wasted a Clearing Course student's auditing time and slowed him down on the road to Clear.

L. RON HUBBARD

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L. RON HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 27 NOVEMBER 1967

Solo Course Students
Level VI Students

R 6 MATERIALS

THE MATERIALS OF R 6 ARE TOTALLY CONFIDENTIAL. THEY
ARE TO BE KEPT SECURE AT ALL TIMES.

This means that the only people who may talk about or be talked to about, or may see these materials are those people who are on the Solo Course or Level VI and those people who are already Grade VI or Class VI or above. No one else may see these materials. If left at home, they are to be kept under lock and key.

Responsibility for these materials lies completely with the students they belong to. Violation of this policy in any way, such as losing any of these materials or leaving them lying around, will incur severe Ethics action.

Chief Solo Course Sup	: Malcolm Cheminsis
Director of Training	: Dalene Regenass
Tech Sec SH	: Allan Ferguson
Qual Sec SH	: Helen Pollen
HCO Area Sec SH	: Bene Neal
Chairman, Ad Council SH	: Helen Pollen
Exec Council SH	: J.J. Delance
	: Barbara Gentry
Pub Exec Sec SH	: Rosalie Vosper
LRH Comm SH	: Irene Dunleavy
Chairman, Ad Council WW	: Mike Davidson
Exec Council WW	: Lanka Marinko
	: Tony Dunleavy
LRH Comm WW	: Ken Delderfield
D/Guardian WW	: Joan McEocher

LRH:jp
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Mary Sue Hubbard
The Guardian WW
For L. RON HUBBARD
Founder

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER OF 2 MARCH 1968

Ramimco

ADVANCED COURSES
SECURITY CHECK

All persons and students reporting aboard the Advanced Org vessel or to a Registrar who can sell Advanced Courses, must after enrolment and before any issue of materials pass a full and complete Security Check.

Persons leaving the AC vessel or an Org giving Advanced Courses must be given a Security Check to make sure that they have no copies of material and have actually attained their grades.

This includes Sea Org vessels where Advanced materials have been used and in this case includes all Non Scientology personnel signing on or departing from the vessel.

There are no exceptions.

Persons who have a history of carelessness with materials or bad or suppressive group connections are debarred from all Advanced Courses unless given a Board of Investigation which clears their record BEYOND ALL DOUBT.

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L. RON HUBBARD
Founder

HCOPL 11 Aug 71 Advanced Courses Materials Security of Data

(Missing page 1 of 2)

HCO PL 11.8.71 V
Reissued 28.3.74

- 2 -

These restrictions apply to no data up to Grade V.

From Power Processing on up the data is confidential. Up to there, you can release Scientology data as you always have - freely and to everyone. But this last bit is dangerous in unskilled or uneducated or unscrupulous hands and it is purely ours. It belongs to the Scientologists who keep the show on the road and must be available to them when they are ready.

L. RON HUBBARD
FOUNDER

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BOARD POLICY LETTER

7 DECEMBER 1970

REISSUED 29 APRIL 1975 AS EPL

CANCELS

HCO POLICY LETTER OF 7 DECEMBER 1970
SAME TITLE

(Amends HCO PL 31 Aug 1965, Mail Opening)
(Amends HCO PL 7 Oct 1970 Iss II, Mail Line)

Gen Non-
Remitted
HCO Hats
Cdn Office
Hats

GUARDIAN'S OFFICE MAIL

Mail to any Guardian's Office or its personnel is not opened by Dept of Comm, but is distributed directly to the Guardian's Office.

This is for security reasons:

Lief Windle
D/G Policy Knowledge WW

for

Jane Kember
The Guardian WW

for

Mary Sue Hubbard
The Controller

for

L. RON HUBBARD
FOUNDER

Reissued as EPL by
Flag Mission 1234 2nd
Molly Gilliam

Approved by the
Commodore's Staff Aides

and the
Board of Issues

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY (R)

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GUARDIAN ORDER

GO 23
Continental AGs/DGs

16 December 1970

CONFIDENTIAL - MAIL SECURITY

All mail from Continental AGs/DGs to the Guardian WW is to be sent to:

Mrs D. Crundall
The Bungalow
Courtlands
Sharptorney
Sussex
England UK

Mail is to be stamped, not franked. There is to be no return address on the envelopes.

Each Continental AG/DG will send a new confidential mailing address to the Guardian Communicator WW. This needs to be an address that is not connected with Scientology and hasn't been used for Guardian mail before (stamps will also be used for mail from Guardian WW to Continental AGs/DGs)

This must be a secure address, and one that can receive large packets of mail if no one is at home and be safe.

Each Continental AG/DG will institute a mail log system, as below.

Mail Slip

To: _____	Log _____		
From: _____	Date _____		
From (Post)	Title	Priority	Date of despatch
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The mail slips will be in numerical order.

One copy will be included in each mail packet. A carbon copy will be kept by the Continental AG/DG. If a packet is lost, it is thus easy to reconstruct.

The same system will be instituted by the Guardian Comm WW.

The envelopes used for Guardian mail are to be stronger quality than those being used now. (Packages have been arriving at WW ripped). Packages are to be thoroughly celotaped up.

Mail packets are to be small. Instead of 1 large packet, send 2 or 3 small ones. Large and bulky packets rip easier than a small one, and more despatches are lost if a large packet is lost than if a small one is lost:

The DG Comm US is to put in the same mail system as above between US AGs and DGs US due to recent trouble with mail in the US.

Lexio Ramirez
Guardian Comm WW

for Jane Kemmer
The Guardian WW

4 April 77

B II Hat

D/a Info w/w

Re: Security Alert

In the absence of Int'l. Ethics
a Security Alert has been the
method of alerting orgs internationally
about people not wanted on lines.

There is especially true where
security risks have been active
in more than one area.

The method is as follows
Type the date + beginning
routing on the head of the
page just as a normal despatch
and head it Security alert.

as follows.

4 April 74

Guardian WW
Guardian Comm WW
D/O Info WW
D/O Info Comm WW
C.I. Dir WW

Security Alert

Dear

Then complete the alert giving
more current location & reason for
the alert (briefly) Type III,
Type A, Known Plant, Squirrel
or whatever.

Usually end the alert by
speaking a statement that
the person is ^{to be} not allowed on
lines w/o BOW approval
and that the person
receiving this alert is expected
to ensure that it is so noted

in the persons other files
+ have sufficient copies and
complete the route on the boxes
for each area and the blank
space for the name of the
receiving terminal.

Be sure the B II Div or
in their absence, A/G Info, of,
any area the person ^{my} above
in is alerted in this manner

Jove,
K

INT SEC US

T DG INFO US

DG US

G WW

G WW COMM

DG INFO COMM WW

DG INFO WW

cc Br 11 DIR WW

17 May 74

Dear Ruthanne,

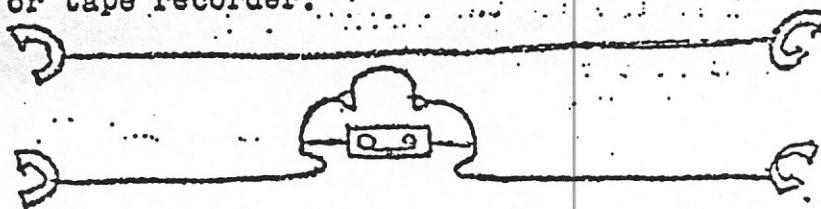
RE: DE-BUGGING

I have seen your CSW and despatch to Helen re De-Bugging equipment and I thought I'd better give you some data on the scene. There are about 4 types of bug you can put on a telephone or telephone line.

1. A line tap. This is basically any of several methods of cutting into a line and rerouting the traffic through a listening device or tape recorder.

ORIGINAL
LINE

Taped
line



It of course has to be done somewhere on the line that one wants and so as to only get that line covered.

A variation is using a device that picks up only the frequency you require off the line further down the line.

By judicious use of electrical equipment it is possible to set it up so as to not leave much electrical signal on the line from the equipment. It has a drawback that the click of the recorder switching on can sometimes be heard on the phone. This the type of tap that is frequently used in 'cops and robbers' movies.

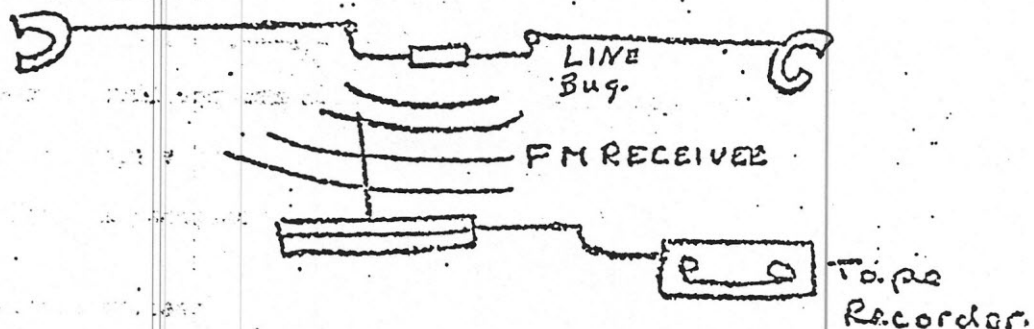
N.B. This type of tap cannot be picked up with an automatic scanner receiver.

2. Switchboard Tap. This is an official tap usually used by security services. It usually consists of a second line off some main switchboard that responds to the same series of digits as your telephone and automatically or manually records all conversations. It can be done other ways but it is done via a switchboard or main relay post.

Such a tap usually produces odd phone phenomena buzzes, cut offs and cutting into other people's conversations. Although these can also happen through faulty phone service.

N.B. Such a tap is not detectable by an automatic scanner receiver.

3. Bug. This is a miniature radio transmitter that picks up either sound or electronic impulses and broadcasts to a receiver somewhere. A bug can be placed on a line exactly as a line tap but the receiving and/or tape recording can be done at a distance.



Other locations are inside the body of the phone connected to two terminals or at a relay box on the line you are interested in.

Another bug is the Microphone Bug. This is the same basic principle of the line bug but has a microphone for picking up speech instead of wires for picking up electrical impulses.

This is also used for bugging rooms and conferences. Its use in a telephone is usually inside the mouthpiece of the phone. All bugs have to have power sources which is usually a long life battery or where possible plugged into the wall. The drawback of bug is that the receiver has to be within receiving range. But this type of Bug, microphone or line, does not produce buzzes, clunks, clicks or any unusual phone phenomena.

NB. This is the only type of bug or tap that can be picked up with an automatic scanner receiver, but the scanner receiver has to be in the range of the bug as well so you have to wander around checking the line at various places.

4. Infinity Receiver. This is the most sophisticated of all the equipment and costs a fortune. A lot of myth surrounds them but basically it touches nothing and can operate at any reasonable distance anywhere within a city. It is placed near a main line and operates off the magnetic field around the line. It can tune in on the series of electrical impulses that are your number and translate the magnetic field into sound.

NB. An infinity device or receiver is virtually undetectable.

Now the point of all this is that if you are getting clicks or whatever on yours or New York's lines, a scanner receiver can do nothing to tell you whether you are being listened to as the line is probably tapped as per 1 or 2 and not bugged as per 3.

Detection: Types 1 and 3 are be detected by visual inspection.

1. Take the cover off (usually unscrews) the telephone mouthpiece. Inside there should be one solid piece with two wires attached.

Look for a dangling wire that goes no-where.

Note. Bugs have to have an antenna which is usually a loose wire that just dangles or is wound round the bug.

2. Repeat for the telephone earpiece which sometimes has some wires normally, still looking for one dangling wire.

3. Open the body of the phone and look for a plastic box or other with a loose wire.

4. Trace the telephone by hand and eye as far as you can into the main line looking for wires that cut into yours, plastic boxes, anything with alligator clips (clips like those on an e-meter).

5. Open each junction box and relay and check. Continue this until your line goes into the main line.

This should clear any line taps or line or microphone bugs.

Type 2 can be detected by the clicks etc. In England there is a special number one can ring to test your own bell which normally rings. If you know your bell works but on dialing this number your bell doesn't ring it can mean that something on the line could have the same phone number as you.

Another method of checking this sort is to put some data on the line that is of interest to the Authorities that can be checked back. For example, in the UK at the time of the chaos (68-69) we phoned on our phone to A/L London the simple message, "Ron is coming back". Note he is not allowed to enter the UK. Within $\frac{1}{2}$ hour every road into East Grinstead had a Police Road Block looking for a "stolen car". I know because I checked every road in person. This method can be used on any tap if you can get a fair guess as to who is listening in. An infinity device is difficult to detect except by the above method.

Handling: Types 1 and 3 cut the tap line or remove the bug. Types 2 and 4 just be careful what you say on the phone.

Electronic Detection: Bugs broadcast on radio frequencies.

Most of these frequencies are common on a good quality wide range AM/FM LW/SW radio. Some radios are quite fancy and cover a wide range completely. With a good radio you can slowly twist the channel knob while standing in one area. If you are standing close to the bug, say 10-20 feet depending on how powerful it is, you should get feedback (whistly or screech) on the radio at the channel that the bug is broadcasting on. By study in several different places in an office and sweeping the channel selector slowly you can clear an office or phone line.

When you finally get a whistle or screech, move around the area you are in. The screech will get louder as you approach the bug and softer as you move away.

Note. As this is usually a portable radio ensure the battery is brand new. Sometimes a radio produces howls or whistles anyway so be sure that you're looking for something that causes an increase or decrease in howl on the radio.

So basically I wanted to point all this out first and make it clear that huge quantities of money are not necessary for this type of thing and that if you are getting klunks and clicks on the phone, the problem probably isn't a bug but a tap.

Much love,

W

Mo

P.S. I suggest you keep this for your hat

LHT SEC US

DG INFO US

DG US

GUARDIAN WW

GUARDIAN WW

DG INFO WW

DG INFO WW COMM

BR II DIR WW

BR II CIC

13 June 74

Dear Ruthanno,

Re: WRITE UP ON THEFT INVESTIGATION ACTION

Attached is a write-up by Helen on the action to be taken in the event of theft.

Will you please put a copy in your hat and distribute a copy to your outer Orgs.

Love,

Flavia
Flavia

"WRITE UP ON ACTIONS TO BE TAKEN WHEN A THEFT NEEDS
TO BE INVESTIGATED"

When there are any incidents of theft in the org which need to be investigated, the following is a rough outline of the investigation procedure.

1. Find out where the item stolen was physically - exactly where it was -
i.e. Money in a box under cashiers desk in Treasury, or in a purse in a handbag left in the course room, etc.
2. Find out when was the last time money or item was seen and what can be reconstructed of the time track from the last sighting of the item.
3. Find out exactly what were the security arrangements surrounding the item.

By now you should have something like the following -

At 10:30 on Friday Jan 74, the cashier, Joe Blow was in the cashiers office. He took \$100 from Mr. X and placed it in the cash box which was on his desk. There was \$1000 cash in the box and \$3000 in cheques. He locked the box and put the key in his pocket. He put the box in his drawer, locked it, and put the key under the telephone. This was all before Mr. X left. At 10:45 the cashier left the Cashier's Office unlocked and went to the HGC. At 11:45 he returned and locked the Cashier's Office and went home. Next morning when he arrived at work, the box was gone. There was no sign of any locks being forced. There was an unshuttered window leading to the Cashier's Office which had not been forced. The door to the Cashier's Office had a Yale lock which could easily be opened from the outside.

The Cashier always leaves the cash box in the desk drawer and puts the key to the drawer under the phone. The Cashier stated that anyone who he took money from could know that was his procedure.

Okay, so now you get onto your investigation. From this example above it would go like this::

1. Find out who was in the building from 10:30 onward and when each left.

Ask each person on the list account for his whereabouts 10:30 onwards that night - what was he doing in the org, and find out who else he saw in the org.

Keep expanding the list of names until you have asked every one of the names you are given and come up with no more names and you have the whereabouts of each person, etc.

2. Then you can meter check the whole list, looking for R/Ss, low TAs, dirty or stuck needles, and ask questions about the theft. If you get someone who R/Ss or refuses to answer questions and who does not have a good alibi then it's possibly this person and you can look into them further by investigation of the person's history, Sec history, financial situation, etc. But you may well be able to push the culprit into a confession. On any further investigation start with the one with the most outpoints.

If you have not gotten the thief by now, then starting with staff, then students and PCs, go through the whole lot meter checking and getting their alibis. Pay particular attention to new staff and persons who 'suddenly' come into money.

If you have a sudden spurt of thefts, then you can do the above on each theft. You can get a 'short' list of names who were in the building at the time or had no or a badly substantiated alibi, and R/Sers, D/Ns, low TAs, etc. First look for common denominators and then look amongst this list for new Scientologists, new staff, persons on staff who have had no auditing, or is continually unsessionable, or makes no case gain. That is if you don't come up with a confession on the meter check.

You can then investigate the prime suspects history - prior to Scientology, in Scientology, etc. Find out if they have suddenly come into money. You may well find that as soon as you begin questioning you will have some blows so these persons and any subsequent blows go on your list of suspects.

This is the general idea.

Handling

1. If after your investigation you do not find the thief you can do the following - particularly if there has been a pattern of thefts - i.e. from the cashbox, from the academy, from the SO house, etc. You can set-up

a situation whereby there is an opportunity for a theft, in order to catch the person redhanded.

2. Meanwhile, get the security handled. Persons responsible for out security are billed for the moneys lost. Get all Trans. moneys kept in a safe when not being worked on. Get all windows, doors, etc., secured and get security measures used.

3. Persons responsible for out security get ethics handling for out security.

4. Per HCOPL 16 Dec 68 - Security Div I - (attached) the local NAA, 3rd Mate, Supercargo (EO, HCO Area Sec, HCO ES) are promptly Com-
oved - invariable.

If you do come up with the culprit, which you should if you have investigated properly, and you can wheedle a confession out of him, then you have two possibilities:

a. In the case of money theft, the person is probably just a criminal in which case you get a written confession signed and expell the person and hand him over to the police.

b. If the theft was of documents, etc., then you have a probable plant. In this case you do a thorough investigation of the person without him knowing you suspect him as a plant. Check his ethics, CF, personnel, and FC files, interview the suspected plant, and interview his comm lines, etc. Then you can do the plant interview, find out who the person is working for and get a signed confession.

OF COURSE THIS DOES NOT CANCEL OUT USING
IMAGINATION & FLAIR TO SHORT CUT THE
PROCEDURE

Love,
Helen...

INT SEC US

DG INFO US

DG US

G WW

G WW COMM

DG INFO WW

DG INFO WW COMM

BR II DIR WW

24 May 74

Dear Ruthanne,

Attached is a write up on how to do a full scale investigation of a Scene - It is not used for just an ordinary investigation of a person but is taylored to when you want to find out what actually happened in a large scene. Eg - where you have loan deals, off policy actions concerning them, etc., going on and you want to find out what exactly what has happened, what incidents occurred and who was involved, and how the Church is involved in dangerous activities. An example is this type of investigation was used in DK where we first received reports of strange loan deals going on and some off policy finance actions which endangered the Church. We knew of 2 or 3 incidents of such but not the details. This format was used and in addition the person being interviewed was asked if he had been involved or knew of any similar type actions - giving leading questions and examples.

By the time we finished, we had a clear picture of a very complicated scene - but it took 10 days full investigation by 4 people to get it.

We ended up knowing exactly what happened in each incident, how each person got involved, what happened and could ascertain the amount of danger to the Church caused by each situation so they could be handled.

In addition, if any written letters, agreements, or documents are mentioned it is important to get them. Never buy any "the Church was in no way involved" from anyone, but really search and prod around for any involvement of the Church, verbal or otherwise in such a major situation.

This format can be taylored to any major investigation. So please have this put through and in your hat. Relay this to the other AG Info's and Br II Dir's in your area.

Love,

Jill

Helen

1. Initial report comes in.
2. Make a list of all persons you know to be involved from the report.
3. Interview the person who appears to be most involved, first getting in time track sequence; time, place of each and every incident he was involved in or knew about concerning the deal. Get every scrap of data - who was present at incidents, who the person has discussed it with, whose idea was it, who suggested the idea to the person, etc., etc. As you go pick up any outpoints and find out if there have been any similar deals going on.
4. Then you take any other persons this person gives you who are not on the list and add them to the list.
5. Take the next person on the list and interview them and get all data per 3. above. Pick up any outpoints the person gives. The major outpoint will be omitted data, so don't dub in anything. Question and cross question. Take the data you got from the first interview without necessarily giving source and ask questions about the data you already have. You can ask leading questions. You will find that person 1 has given you data about person 2 that person 2 has not given and person 2 gives you data that person 1 has not. You just gather more and more data, pick up outpoints etc., etc.
6. Take the next person on the list and get what data they have per 5. above and using the data you already have.
7. Repeat the procedure until you have interviewed all names mentioned (except non Scientologists).
8. Then you go through all the data you have and put it into time track form. Go over it for any outpoints, contrary facts, omitted data, etc.
9. Then you go back to person 1 and get any outpoints you have cleared up. If someone else has told you data about person 1 that person 1 has not told you, question him about the data.
10. Continue down the list until you have the full story from each person. The thing you have to beware of here is dub in, or reasonableness about the scene. You are investigating to find out all the data. Go about the investigation with the idea that someone is dirty dealing and that any of the persons may be lying purposely. There may be a plot to involve the Church in illegal activities etc., the deal may be a set-up.

You have to be totally unreasonable about the whole scene and really want to find out all data. The interviews done must be done with ARC, non accusative questions so that you give the person enough rope to hang himself. The person then will "let slip" data unintentionally. You will either have to tape record conversations or take full notes, so you do not loose the slightest bit of data.

Just keep interviewing, questioning, and cross questioning until you have all the data about all incidents and there is nothing you do not understand. Eg - you get a statement, "A said that B then called him to tell him he checked the deal and it was ok". - Well do you have all the data that went on prior, how each person became involved, who B phoned to find out whether the deal was ok, how B got hold of the phone number etc., of whoever he called to find out if it was ok, why did any of them think it was possibly not ok, where were A and B when the call took place, when did it take place, who else was present, what exactly happened in this checking out that B did - what was the deal as told to B, what was the deal as told to A.

When you then have all this sorted out, a proper time track can be done. You should then have each persons involvement in the deal exactly as it was - because you will have the data from each person on the list and have cross checked it back with the person concerned. If you have conflicting data left, get the persons concerned in and sort it out. If someone is obviously w/holding, then you can get tougher. If necessary use a meter. Do a meter check after each interview noting TA and needle character. If the TA is low, or a dirty needle, stuck or R/Sing you have an idea of where the person is at. You will come up with 1 person introducing or majorly pushing the scene who is the 'Who'.

Okay now you have the data. Now do a full investigation of each person involved (by interview with the person).

1. Full preScientology history - from birth, schools attended, jobs held, any changes of jobs or areas - why, etc. Full data with dates, locations, any marriages, children, etc., etc.

2. Full Scientology history including how and through whom the person came into Scientology. All data on training, processing, staff - with dates and locations.
3. Then you do a very thorough PTS check -(5 - 30) attached(2) and any additional questions you may need. - See attached staff questionnaire.
4. Find out the person's connections, comm lines, and friends.
5. If whatever you are investigating has anything to do with money, find out exactly what the persons financial situation is - how much they earn, what they spend it on, any debts or loans to pay off, etc. Get attestations on these points from the persons.
6. Do a metered interview with questions such as 1 - 5.
 1. Are you here for any different purpose than you say?
 2. Have you been sent here by another person or group?
 3. Are you here to gain information for another person or group?Check suppress on each question. If suppress reads, clean it up and re-check question and then suppress.
4. Are you doing anything to avoid the meter reading?
5. Have I missed anything?
7. Get C/S attestation as to whether each person per folder inspection, TA action, and success stories, makes case gain and whether the person is PTS or has a low TA.
8. Go through PC files for data and R/Ss noting any PTS, out ethics situations, etc.
9. Go through the ethics folder of the person concerned.

Okay, so now having the data you should be able to start your handling to take care of the immediate danger (If you come up with what the actual dangerous scene is prior, you can start a handling to handle the immediate danger, or get the persons to knock off the "deal" before you have all the data.)

The handling is:

1. Remove immediate danger.
2. Ethics handling of persons concerned according to their participation

and knowledge of the scene. Org terminals involved or condoning a scene which endangers the Church can be commoved. If you have difficulty because of "upstats" you will probably find the person has either false stats or his area is full of overt products. Per the data you already have, you will find each person has something wrong with them - no case gain, PTS A-J, psych case, criminal, etc., and if not that then DB, or plant.

3. Then you take actions to ensure the situation can never again occur, by hatting etc.

Ensure that the data is properly cross filed so that the data is all available.

Ensure that a full report is sent up to WW - This can be done before handlings are implemented. It should be in the form of a time track with relevant portions marked in red. There should be a separate sheet with the personal type data on each person, and a cover dispatch explaining what the situation was, the why, and the handlings in full.

Note: This is obviously not the investigation form you would use in all cases as investigations. It is how you do an investigation into a major scene and is actually taylored to how you do an investigation on a financial/loans etc., deal. It is how DG F WW and BR II DIR B 1 WW did a successful investigation into such a scene. It can actually be taylored to almost any situation and of course additional investigation can be added.

Any handlings must handle the hell out of it, ie.

1. handle immediate danger.
2. handle persons concerned.
3. handle the situation so it can't re-occur.

Any expulsions should usually be for 'acts unbecoming a member of the Church of Scientology'.

STAFF QUESTIONNAIRENOT METERED

1. Name:
2. Life History:
3. How did you come into Scientology - who introduced you - when.
4. History in Scientology.
5. Do you have any psychiatric - institutional history.
6. Have you ever had any form of psychotherapy, psychoanalysis, hypnotism or any other mental or spiritual therapy.
7. Do you have a criminal record.
8. Do you have any crimes or misdemeanors for which you could be arrested or get into trouble.
9. Do you have any physical disabilities or illnesses.
10. Do you have any record of insanity.
11. Are you connected to anyone who is antagonistic to Scientology or spiritual healing.
12. How exactly does each of your family feel about your being in Scientology, or on staff.
- 12b. Do you have any pressure put on you by any family member caused by any aspect of your being in Scientology.
- 12c. Is there any PTP caused by your being on staff.
13. Have you ever had any entheta or stops on your being in Scn.
14. Are you connected to anyone who disagrees with what you are doing.
15. Have you ever threatened to sue or embarrass or attack Scientology.
16. Have you publicly attacked or been a party to an attack on Scientology.
17. Have any of your family members threatened to sue or attack or embarrass Scientology.
18. Have any of your family members publicly attacked or been a party to an attack on Scientology.
19. Have you considered that any bad condition you had was caused by an org, auditor, or auditing. (responsible for condition.)
20. Are you being audited on your own determinism.

21. Are you being processed to find out if Scientology works.
22. Do you feel you should be given special attention because of the influence you may have.
23. What do you hope to achieve through auditing.
24. Do you believe people can get better.
25. Have you ever attempted to sit in judgement on Scientology or investigate Scientology.
26. Details of 2D history over the last year with names and dates.
27. Have you any homosexual or lesbian history - when, if in PT, with whom.
28. Drug history.
29. What case gain have you made in Scientology exactly - specifics of abilities gained, disabilities lost.
30. Meter check noting needle, and TA position.
31. On meter ask " Are you here for any different purpose than you say".

Check suppress.

GO 1230

19 July 1974

GO Staff

INTERNAL SECURITYRe: HOO PL 27 Oct 1964 - Policies on Physical Healing, Insanity and Troublesome Sources.

In the day to day noise of Internal Security it is relatively simple to choose the easy way out in relation to PTS's on staff or in the HOC - i.e. route them off.

The above policy states -

"In applying such a policy of cut communication one must also use judgement as there are exceptions in all things and to fail to handle a person's momentary upset in life or with us can be quite fatal. So these policies refer to non-Scientology persons in the main or persons who appear on the outer fringes and push towards us. When such a person bears any of the above designations, we and the many are better off to ignore them."

In GO 98 MSH - July 1971 - Mary Sue states -

1. "Unhatted personnel commit overts because they don't know what to do or how to do it.
2. They withhold these overts.
3. Their morale goes down because of lack of production and the overts they are withholding.
4. They easily become PTS to any Suppressive action by relatives, friends or situations.
5. They turn criminal or blow.
6. Such cases frequently end up on Guardian lines for handling either by reason of breaks in Security or some potential or actual bad PR threat."

When the Internal Security personnel in the GO find PTS I and II and A3 in the org or on org lines, they must insist that the org handles per standard operating procedure. Internal Security is interested in the following categories:

1. Newspaper reporters.
2. Plants
3. Informers
4. Dramatizing psychotics - type IIIa
5. Criminals with a proven criminal record for felony or worse.
6. People who want auditing to cure them while refusing medical treatment.
7. Deserved institutional cases.
8. Insulin shock, ECT and Brain operation cases.
9. Attempted suicides.
10. Spies.
11. Members of Squirrel groups.
12. People who have publicly or overtly attacked Scientology.
13. People who have betrayed Scientology, overtly or covertly.
14. People currently receiving psychiatric treatment.
15. Minors without parental consent.

Internal Security is not interested in:

1. Responsible for coalition cases, unless an actual situation exists which potentially or actually threatens the org.
2. Persons who want to be processed to see if Scientology works.
3. Persons who want to "electrify the neighbours".
4. Persons who have an "open mind".
5. Persons who do not believe anyone or anything can get better.

The area where Internal Security gets involved with PTS I and IIc and Ae, is when a PTS has an antagonistic connection which is potentially harmful to Scientology. However, most of these cases can be handled per HCO B 10 August 1979 - PTS Handling.

If this scene is not handled by the org and a Situation develops, then the policy on Troublesome Sources applies in full. However, the stress should be on getting the orgs to handle, and on campaigning that PTSs can be handled per PTS Rundown Tech and administrative tech connected with the subject of PTSs. (See HCO B 20 April 1972).

If Internal Security leaps in and removes staff or pos, without first insisting on PTS handling - then the org staff can diminish and HCCs empty out.

Therefore the message is per LRH - PTS's CAN BE EASILY HANDLED.

Jane Kenner
The Guardian W/

GO 17:00Z 1964

December 16, 1964

To: ALL D/A/Operations for Intelligence

PROGRAMME: INTELLIGENCE: INTERNAL SECURITY

OBSERVATION: The enemy has used the method of infiltration to obtain information against ourselves as known from incidences in South Africa, Edinburgh, and Washington, D.C.

The enemy has also "turned" and used as double agents staff members as revealed by Maurice Johnson at Saint Hill and Barbara Peake in Melbourne.

Further, the enemy has used former disaffected staff members, Scientologists or relatives of Scientologists in their attacks - Philip Wearne and Doug. Moon in Australia, Jean Kennedy and Gene van Hakerk in South Africa, Michael Parnetta and Mrs. Menslow in England, Eleanor Turner and the former Mrs. Elmo Tremp in America and the O'Donnell family in New Zealand, to name but a few of the outstanding examples.

Although infiltrators and double agents can create more internal chaos and disorder in an organization, the enemy has been most successful in their attacks through the use of disaffected staff, Scientologists or relatives of Scientologists and the biggest gross error an organization can make as regards its own security is violations of the HCO Policy Letter of October 27, 1964, "Policies on Physical Healing, Insanity and Potential Trouble Sources".

The duty of keeping the organization secure belongs in the HCO Division, both in RAP and Inspections and Reports, but the Intelligence Bureau has learned through long experience that it cannot leave this function entirely up to HCO and where it has done so, it has had to suffer the consequences. Thus this Programme is a vital one.

MAJOR TARGET: To use any and all means to detect any infiltration, double agent or disaffected staff member, Scientologist or relatives of Scientologists and by any and all means to render null any potential harm or harm such have rendered or might render to Scientology and Scientologists.

OPERATING TARGETS:

1. This Programme is to be done by the Asst. Guardian or the D/Guardian for Intelligence, if this post is held separately.
2. To establish intelligence files on all such persons found to be infiltrators, double agents, and disaffected staff members, Scientologists and relatives of Scientologists.

OPERATING TARGETS:

1. To make full use of all files on the organization to effect your major target. These include personnel files, Ethics files, Dead files, Central Files, training files, processing files and requests for refunds.
2. To assemble full data by investigation of each person located for possible use in case of attack or for use in preventing any attack and to keep files of each.
3. To be alert to usual security precautions and to see that these are performed by the organization; such as proper locking of the premises, security of keys, locking of files, the changing of locks if keys have been lost, proper safes, etc.
4. To keep off staff and off org lines any person who has ever betrayed Scientology or who has threatened to betray or blackmail Scientology.
5. To ensure the Policy Letter on Physical Healing, Insanity and Potential Trouble Sources is not violated and to be alert to any possible violation.
6. To maintain a good liaison line to Ethics and ensure that the Ethics Officer alerts you to any person who might attack Scientology.
7. To be alert to any organizational theft or disappearances of records and files as a possible indication of the presence of an infiltrator or double agent. Infiltrators are frequently those who have recently "joined" Scientology and so can be watched. Double agents are usually detected by matter, down state, disorder in their areas and no case gains.
8. To be effective and imaginative in your collection of data and in your actions to nullify any attack or threat of attack.
9. To keep your Asst. Guardian fully advised and the D/Guardian for Intelligence W, who will inform the Guardian W in such matters.

PRODUCTION TARGET: This is a continuing Programme on which Projects will be issued from time to time.

Mary Sue Hubbard
CS-G

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